



STAFF WORK HEALTH AND SAFETY POLICY AND PROCEDURES

Purpose

The health and safety of staff members is of the utmost importance to Lincoln Education Australia (LEA). Effective work health and safety procedures are crucial to the safety and security of staff and students of LEA and the overall success of its operations.

The *Staff Work Health and Safety Policy and Procedures* outline the processes through which LEA monitors, mitigates and manages hazards to health and safety in accordance with the workplace health and safety legislation of NSW. It establishes the means through which staff and students shall be informed of health and safety measures on campus.

POLICY

Scope

This policy applies to all staff and students at LEA, all visitors, contractors, representatives of LEA, and anyone training or operating on the LEA campus in some capacity. It also applies to students who are undertaking work-integrated learning on the campuses of industry partners of LEA.

Principles

LEA acknowledges its moral and legal responsibility to promote and protect the health, safety, and welfare of all staff members and other workers at LEA, and those who may be affected by the work. Upholding this responsibility is vital to the successful operation of LEA's higher education operation, including ensuring the health, safety and welfare of students as well as staff members.

LEA is committed to protecting staff members and other persons from hazards and risks through the following measures:

- Effective risk management processes
- Cooperation and consultation with staff members
- Provision of training to staff, students and visitors
- Provision of information to staff, students, and anyone on campus
- The regular review and improvement of work health and safety measures.

All staff members or other persons undertaking work at LEA have the right to:

- Cease working in an unsafe situation or environment
- Report health and safety hazards, risks, and violations without fear of reprisal



As per the *Compliance Framework Policy*, LEA shall ensure that this policy aligns with all relevant legislation and regulations.

PROCEDURES

Responsibilities

LEA has a duty of care towards all those working for LEA or affected by the work LEA carries out, and is responsible for ensuring, as far as possible, that the workplace does not pose a risk to their health or safety.

The Corporate Governance Board is responsible for ensuring that:

- Health and safety measures at LEA remain compliant with relevant legislation and regulations (see *Compliance Framework Policy*)
- Appropriate risk management and emergency response processes are in place (see *Risk Management Framework, Business Continuity Plan, and Critical Incident Management Plan*)
- Open lines of communication are maintained between staff members and the Boards, Committees, and senior managers
- Staff receive the appropriate training and development to carry out work health and safety policies and procedures.

All staff members are responsible for:

- Taking responsibility for their own health and safety
- Being cognisant of how their actions while working may affect the health and safety of others around them
- Reporting any hazards or risks to health and safety to superiors
- Appropriately handling hazards and risks within the scope of their authority
- Complying with LEA policies and procedures to the best of their ability.

Establishing High Standards of Work Health and Safety

Sufficient resources are to be dedicated to the measures outlined below as part of business planning and budgeting.

Operational Matters

The following processes are essential to the maintenance of work health and safety at LEA:

- Planning
- Risk mitigation
- Risk management
- Appropriate delegations and responsibilities

Work Environment



LEA shall ensure that the appropriate and necessary facilities, such as toilets and hand-washing facilities, are operational at all times. Additionally, LEA shall ensure that, at all times, a fully stocked first aid kit is available to staff and students.

LEA shall:

- Ensure that the workplace is safe and accessible for all staff, including staff members with disabilities
- Promptly respond to staff feedback regarding the work environment
- Ensure that the workplace is neat and tidy at all times
- Ensure that desks, study spaces, and recreational facilities are ergonomic and allow freedom of movement while sitting down
- Ensure that the workplace is well-lit, ventilated, and heated / cooled to a comfortable temperature
- Conduct periodic inspections of the workplace
- Conduct maintenance as necessary

Work Culture

LEA aims to foster a culture of communication, collaboration, and awareness of health and safety issues to encourage early reporting and handling of hazards and risks that may arise.

Work Health and Safety knowledge shall be a requirement for all staff, included in the selection criteria for staff recruitment activities.

Additionally, all health, safety and wellbeing information, including relevant policies and procedures, shall be clearly communicated to staff members during induction and professional development activities, and in performance reviews if necessary.

Health and safety information shall be communicated to students during orientation and in further information sessions.

Emergency procedures shall be tested and demonstrated to staff and students in practice drills during each semester.

Additionally, information relevant to students and other persons on LEA premises shall be available on the LEA website, and on informative posters around the LEA campus.

Hazard and Risk Management

Through effective hazard and risk mitigation, and wherever possible, elimination, LEA aims to prevent harmful incidents from occurring.

Reporting and Responsibilities

Anyone who detects a hazard or risk to health and safety shall report it to an immediate supervisor or senior manager.



The report shall be forwarded to the Chief Operating Officer (COO), who shall record the details in the Risk Register.

The COO shall investigate and evaluate hazards and risks, and implement controls to prevent harm to staff, students, or other persons.

If controls are required that are out of the scope of the COO's authority, the matter shall be referred to the Finance, Audit and Risk Committee and Corporate Governance Board.

Elimination and Management

Hazards and risks may be eliminated by removing or altering the source, which may include:

- A flawed process or governing structure
- Damaged infrastructure
- Unqualified staff
- Staff who deliberately engage in misconduct or neglect.

Other arrangements shall be made if eliminating the problem is not a viable option. Risk management strategies shall be developed in consultation with the affected staff members. Please see the *Risk Management Policy* and *Business Continuity Plan* for more information.

Work Health and Safety Incidents

If an incident occurs in which health, safety or wellbeing is threatened, it may be deemed a critical incident or a non-critical incident.

When a critical incident occurs, the Chief Operating Officer (COO) is to be informed of the incident immediately. *Where a student or staff is injured or need medical attention, the first step is to seek immediate medical attention.*

The COO shall then determine the circumstances of the situation and, if necessary, consult with the Academic Dean and/or the Executive Management team and assign roles and responsibilities accordingly.

The COO shall then take the following steps:

- Confirm that the person involved in the incident is a LEA staff member
- Record any details of the incident provided by the person who reported the incident
- Plan an immediate response
- Inform the CEO immediately if a staff member has died, has been injured or has an infectious disease
- Allocate individual roles and responsibilities for ongoing tasks
- Plan an ongoing strategy

In the case of an infectious disease or other public health incident, NSW Health shall be notified and the COO shall act as the liaison point.



For further details, see the *Critical Incident Management Plan*.

If a non-critical incident occurs, the COO is to:

- Review the matter in relation to existing work health and safety measures.
- Compile a report on the incident and how similar incidents could be prevented in future.
- Submit the report to the Finance, Risk and Audit and Risk Management Committee for review.

Recording and Communicating Outcomes

Once the matter is resolved, the Risk Register shall be updated accordingly, and the outcome shall be clearly communicated to:

- The individual who reported the hazard or risk
- Relevant committees
- The relevant Boards
- Stakeholders
- All staff members, students, and any other persons who may be affected by the outcome.

Compliance

All staff and students at LEA and those who provide or receive services to LEA on campus or off campus are required to comply with this policy and its procedures, and with related policies and respective procedures. Non-compliance may result in a disciplinary action.

File Number	LEA-GEN-COR-70053-D
Responsible Officer	Chief Executive Officer
Contact Officer	Chief Operating Officer
Legislative Compliance	<ul style="list-style-type: none"> • <i>Higher Education Standards Framework (Threshold Standards) 2015</i> • <i>NSW WHS Act</i> • <i>NSW WHS Regulations</i> • <i>Safe Work Australia Model Work Health and Safety Act</i> • <i>Safe Work Australia Guide to the Model Work Health and Safety Act</i> • <i>Safe Work Australia Model Work Health and Safety Regulations</i> • <i>Safe Work Australia Model Codes of Practice</i> • <i>Tertiary Education Quality and Standards Agency Act 2011</i>
Supporting Documents	
Related Documents	<ul style="list-style-type: none"> • <i>Anti-Discrimination Policy and Procedures</i> • <i>Business Continuity Plan</i> • <i>Compliance Framework Policy</i> • <i>Critical Incident Management Plan</i> • <i>Governance Framework</i> • <i>Risk Management Framework</i> • <i>Sexual Harassment and Sexual Assault Policy and Procedures</i>



Superseded Documents	
Effective Date	1 January 2022
Next Review	3 years from the effective date

Definitions

Academic Board: Governing body responsible for academic matters, including learning and teaching, course approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes.

Business Continuity Plan: Identifies threats and risks LEA faces and provides risk mitigation strategies and recovery plans to protect LEA’s personnel and assets in the event that key operations are disrupted.

Chief Operating Officer: Provides leadership and management of the operations of LEA, and coordinates the implementation of programs and campus collaboration, within the parameters of LEA’s strategic directions.

Corporate Governance Board: Governing body responsible for oversight of all higher education operations, including the ongoing viability of LEA and the quality of its higher education delivery. The Corporate Governance Board guides the Management and delegates responsibility for academic matters to the Academic Board.

Finance, Risk and Audit Committee: Committee of the Corporate Governance Board responsible for monitoring and advising the Corporate Governance Board on key risks relating to the sustainability as well as issues relating to the financial performance of LEA.

Hazard: Any object or method of work in the workplace or student learning environment which has the potential to physically harm people.

Risk Register: A register of records of reported hazards and risks to work health and safety at LEA.

Review Schedule

This policy shall be reviewed by the Corporate Governance Board every 3 years.

Version History			
Version number:	Approved by:	Approval Date:	Revision Notes:
1.0	Corporate Governance Board	17/12/2020	New policy